

Individuals Authorized Access to the CMS Computer Services (IACS) Approver – Accessible Quick Reference Guide

This Accessible Quick Reference Guide provides the step-by-step instructions for an IACS approver to process user requests for which the approver is responsible.

An approver may be responsible for processing the following types of user requests in IACS:

- CMS application roles
- Creation of community user groups
- Associations to community organizations or user groups
- Community user roles
- Changes to application or community roles

If you need assistance with the Approval process, contact your Help Desk. Contact information may be found in the Help Resources portion of the Account Management screen.

The Steps for an IACS Approver to Process a Request are:

Step	Action
Step 1	Go to the CMS Applications Portal website: https://applications.cms.hhs.gov
Step 2	Read the contents of the CMS Applications Portal WARNING/REMINDER screen. Select the Enter CMS Applications Portal button.
Step 3	Select the Account Management hyperlink on the menu bar towards the top of the CMS Application Portal Introduction screen.
Step 4	Select the My Profile hyperlink on the Account Management screen.
Step 5	Enter your IACS User ID and Password in the fields provided on the Login to IACS screen. Select the Login button.
Step 6	Select the Pending Approvals hyperlink on the My Profile screen.
Step 7	On the Inbox screen, select the Name of the request you want to review under the Process column. Note: The role being requested, the name of the requestor and the request number are provided in the Description column.
Step 8	Review the access request information in the Application for Access to CMS Computer Systems Approval screen.

Step 9	<p>Enter a brief statement for the Approval/Rejection Justification and select the desired button:</p> <ul style="list-style-type: none"> • Approve: Approve the request. • Reject: Reject the request. • Defer: Defer action on the request until a later time. If you select Defer, no Approval/Rejection Justification text is needed. <p>Note: Approval/Rejection Justification text may be visible to the requestor.</p>
Step 10	<p>The next screen to be displayed will depend on whether there are more requests to be processed or not:</p> <ul style="list-style-type: none"> • If there are more requests to be processed, the Inbox screen will be displayed. You may continue processing other requests. • If there are no more requests to be processed, the My Profile screen will be displayed. The Pending Approvals hyperlink will not appear on the screen.
Step 11	<p>From the My Profile screen, you may</p> <ul style="list-style-type: none"> • Select another option presented on this screen or • Select Logout on the bottom left corner of the screen to exit.